

PROCEEDINGS OF THE COMMON COUNCIL  
IN SPECIAL SESSION

Tuesday, July 31, 1973

CITY OF FORT WAYNE, INDIANA  
Journal of the Proceedings  
of the Common Council

The Common Council of the City of Fort Wayne met in the Council Chambers Tuesday  
evening, July 31, A.D., 1973 in Special Session. President Winfield  
C. Moses, Jr. in the chair, and Charles W. Westerman, Clerk, at the desk, present  
the following members \_\_\_\_\_ viz:

Burns ✓, Hinga ✓, Kruse ✓, Nuckols ✓, Moses ✓,  
Donald Schmidt, ✓, Vivian Schmidt ✓, Steir ✓, Talarico ✓.  
Absent \_\_\_\_\_: Councilman \_\_\_\_\_.

The invocation was given by Jon Carlstrom - Associate Pastor - First Baptist Church

Received report from the City Controller for the month of \_\_\_\_\_, 1973.

Motion made and carried that report be made a matter of record and placed on file.

The minutes of the last regular \_\_\_\_\_, 1973 session having been  
delivered to the Council, were, on motion, approved as published.

The Council then adjourned.

#### CERTIFICATE

I hereby certify that I am the duly elected, acting and incumbent City Clerk of the City of Fort Wayne, Indiana and as such the custodian of the records of the Common Council of said City and that the above and foregoing is the true, full and complete record of the proceedings of the Common Council of the City of Fort Wayne, Indiana for its Special Session, held on Tuesday the 31st day of July, 19 73; that the numbered ordinances and resolutions shown therein were duly adopted by said Common Council on said date and were presented by me to the Mayor of the City of Fort Wayne and were signed and approved or disapproved by said Mayor as and on the dates shown as to each such ordinance and resolution respectively; and that all such records, proceedings, ordinances and resolutions remain on file and record in my office.

WITNESS my hand and the official seal of the City of Fort Wayne, Indiana, this 31st day of July, 19 73.

---

Charles W. Westerman  
City Clerk

SEAL

PROCEEDINGS OF THE COMMON COUNCIL  
IN SPECIAL SESSION  
TUESDAY, JULY 31, 1973

CITY OF FORT WAYNE, INDIANA  
JOURNAL OF THE PROCEEDINGS  
OF THE COMMON COUNCIL

The Common Council of the City of Fort Wayne met in the Council Chambers Tuesday evening, July 31, A.D., 1973 in Special Session. President Winfield C. Moses, Jr. in the chair, and Charles W. Westerman, Clerk, at the desk, present the following members nine viz:

Burns, Hinga, Kraus, Nuckols, Moses, Donald Schmidt, Vivian Schmidt, Stier, Talarico

The invocation was given by Jon Carlstrom - Associate Pastor - First Baptist Church.

CALL, CONSENT AND WAIVER OF NOTICE OF A SPECIAL  
MEETING OF THE COMMON COUNCIL OF THE CITY OF FORT  
WAYNE, INDIANA, TO BE HELD MONDAY, AUGUST 27, 1973.  
at 7:30 P.M., E.S.T.

We, the undersigned, being all of the members of the Common Council of the City of Fort Wayne, Indiana, do hereby call a special meeting of said Council to be held on Monday, August 27, 1973, at 7:30 P.M., E.S.T. and jointly and severally waive notice of the time, place and purpose of said meeting and consent that same be held on the aforesaid date for the purpose of the adoption of the 1974 Civil City Budget and Levy.

William T. Hinga

James S. Stier

Eugene Kraus, Jr.

Vivian G. Schmidt

Paul M. Burns

John Nuckols

Samuel J. Talarico

Winfield C. Moses, Jr.

D. J. Schmidt

Dated this 8-2-73

Charles W. Westerman  
City Clerk



BILL NO. S-73-07-11 (Amended)

REPORT OF THE COMMITTEE ON FINANCE

We, your Committee on Finance to whom was referred an Ordinance- AN AMENDED SPECIAL ORDINANCE fixing the salaries of each and every appointive officer, employee, deputy, assistant, department and institutional head of the City of Fort Wayne, Indiana for the year 1974 have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

William T. Hinga  
John Nuckols  
James S. Stier  
Samuel J. Talarico

Concurred in 7-31-73

Charles W. Westerman  
City Clerk

BILL NO. S-73-07-11 (Amended)

AMENDED SPECIAL ORDINANCE NO. S-84-73

*AN AMENDED SPECIAL ORDINANCE fixing the salaries of each and every appointive officer, employee, deputy, assistant, departmental and institutional head of the City of Fort Wayne, Indiana for the year 1974.*

WHEREAS, historically the salaries of the employees of the City of Fort Wayne have been determined arbitrarily without careful attention being paid the duties performed by the individual employees, and in some instances on the basis of personality rather than job responsibility and performance; and

WHEREAS, this situation has resulted in a salary schedule which is riddled with inequity and injustice and, because there has been no careful analysis of the duties of the various employees, this situation has also resulted in the employment of more persons than are required for the efficient functioning of the government of the City of Fort Wayne; and

WHEREAS, the manner in which the salary schedule has been administered has produced a situation detrimental to the City of Fort Wayne in that it has become increasingly difficult to recruit and retain superior personnel, morale and job performance are adversely affected; and salary costs are unnecessarily high insofar as they reflect the employment of unnecessary personnel; and

WHEREAS, an independent committee of Fort Wayne businessmen, denominated as the Salary Review Committee, has conducted an evaluation of the duties performed by each and every employee of the City and of the degree of responsibility exercised in the performance of such duties; and

WHEREAS, said Committee has further conducted an analysis of the duties and responsibilities imposed upon certain employees of the City by statute; and

WHEREAS, such evaluation and analysis have enabled the Mayor of the City of

Fort Wayne to, and the Mayor in fact has, prepared a classification of the position of each employee of the City, which classification is based solely upon the aforesaid evaluation and analysis and which has resulted in a system of classification based solely upon objective factors and without regard to personalities and

WHEREAS, within each such classification there is a schedule of salary ranges which permits an even greater degree of objectivity in fixing salaries by permitting recognition to be given to such factors as the individual employee's experience, special skills and the like; and

WHEREAS, the Mayor of the City of Fort Wayne has fixed the salary of each employee of the City of Fort Wayne according to the aforesaid classification, the result being, a salary schedule which accurately and objectively reflects the duties and responsibilities of said employees and which is fair and equitable and which provides an incentive for persons to seek employment by the City and to remain in such employment once attained.

WHEREAS, the funds for such salaries are to be provided from the 1974 City Budget and other such sources as may be specified by Council.

THEREFORE, be it ordained by the Common Council of the City of Fort Wayne, That:

SECTION 1. That from and after the first day of January, 1974, the following appointive officers, employees, deputies, assistants, departmental and institutional heads of the City of Fort Wayne shall be paid according to the following schedule of salary ranges and position classifications, subject to budgetary provisions and the City's official Salary Administration Plan:

SCHEDULE OF SALARY GRADE

<u>Grade</u>	<u>Fixed</u>
1	\$ 6,500
2	7,100
3	7,650
4	8,200
5	8,850
6	9,500
7	10,200
8	10,990
9	11,800
10	12,700
11	13,600
12	14,600
13	15,700
14	16,800
15	18,000
16	19,250
17	20,600
18	21,900
19	22,400
20	22,500



The following paragraphs outline classification groupings based upon common areas of skill and responsibility, and the criteria for assigning positions within a grouping to a specific pay grade:

#### CLASSIFICATION GROUPINGS

##### I. Management and Finance

- Executive Staff
- Administrative Assistants
- Department Management and Assistants
- Finance Operations
- Budgeting and Accounting
  - Accountant
  - Specialist
  - Bookkeeper
  - Accounting Clerk
- Purchasing
- Legal
- Parks and Recreation

##### II. Engineering and Allied

- Engineering Management
- Professional Engineers
- Sub-Professional Engineers
- Draftsmen
- Survey Parties and Inspectors
- Data Processing Specialists

##### III. Public Safety

- Fire
- Police
- Weights and Measures
- Emergency Preparedness

##### IV. Office and Clerical

- Office Managers
- Executive Secretary
- Secretary A
- Secretary B
- Stenographer A
- Stenographer B
- Clerk Typist A
- Clerk Typist B
- General Clerk A
- General Clerk B
- Receptionist

##### V. Public Services

- Utilities
- Street Department

- VI. Trades, Crafts and Labor  
     Building Trades  
     Machine Shop Trades  
     Electrical Trades  
     General Maintenance/Custodial and Labor

#### EXPLANATION OF CLASSIFICATION GROUPINGS

For all jobs within the City job structure - Civil City and City Utilities - there are six basic, broad groupings into which any job would fall. These classification groupings and explanations are:

##### I. Management and Finance

This group would include jobs such as those of Members of the Executive Staff, Administrative Assistants, Department Heads and their Assistants (except those specifically excluded by inclusion in the other five groups), workers primarily involved in Financial Operations (including budgeting, accounting, and bookkeeping), and management and staff members of Purchasing, Legal and Park departments.

Since this grouping includes the Mayor and any staff member included in the above functions but not excluded by inclusion in one of the other five groupings, its range is from grade 20-4.

##### II. Engineering and Allied

This group would include engineering-type jobs in both the management and staff of engineering departments and any engineering-type staff functions in non-engineering departments. Such functions would be professional and para-professional engineers, draftsmen, members of survey parties, inspectors of city facilities or structures or property covered by City Ordinances, and members of data processing teams.

Since this grouping is limited to persons with specialized knowledge which is limited to a specific field, its range is from grade 16-6.

##### III. Public Safety

This group would include staff and management jobs within such departments as Police, Fire, Communications, Weights and Measures, and Civil Defense, and any job within any other departments - such as the Humane Shelter and the Park Department - when the job is primarily concerned with public safety.

Since this grouping includes such highly specialized and demanding jobs as the Chiefs of Fire and Police and also some jobs that have little demand, such as Kennel Worker, its range is from grade 17-3.

##### IV. Office and Clerical

This group would include only those workers who function as Office Managers, Secretaries, Stenographers, Clerk Typists, Clerks or Receptionists.

Since this grouping is so limited and normally lacking in great demand, its range is from grade 7-1.



## V. Public Services

This group is limited specifically to certain kinds of City Utilities jobs. Therefore, it includes no Civil City jobs.

## VI. Trades, Crafts and Labor

This group would include a variety of jobs in which work is done primarily by skill or sweat. It would include such areas as Building Trades, Machine Shop Trades, Electrical Trades, Custodial Work, and General Repair, Maintenance and Labor.

Since this grouping includes some highly skilled and responsible jobs such as Traffic Engineering's Sign and Marking Supervisor but primarily jobs that demand very little, its range is from grade 12-1.

### CRITERIA FOR RATINGS Grades 1 thru 20

#### GROUPING I: Management and Finance

The top three grades (20-19-18) are reserved for those City Administration officials - management or staff - whose decisions or counsel normally would affect the operation of at least a major portion of City manpower and resources utilization or the administration of at least a major service to the City, affecting all City residents and their well-being.

20: Reserved for the top administrative officials in City management.

19: Reserved for officials whose responsibilities and decisions affect practically all City operations and services and thereby the well-being of practically all City residents.

18: Reserved for officials whose responsibilities, decisions, and counsel affect practically all City operations and services - but whose decisions and counsel are channeled through at least one official in either Grade 20 or 19.

Grades 17 and 16, in addition to Grades 20 - 19 - 18, are reserved for heads of major departments or assistants whose responsibilities, decisions and counsel affect practically all City operations and services. Grade 17 and 16 are reserved for officials whose decisions and counsel are channeled through at least one official in either Grade 19 or 18.

17: Official whose expertise in a specific area significantly affects a majority of City operations and services.

16: Official whose expertise in a specific area significantly affects a specific major function within City operations and services.

Grades 15 and below: No major department heads.

Grades 15 - 14 - 13 are reserved for assistants to major department heads, whose specialized knowledge enables them to serve in a special function to the City, with responsibilities which can affect many City operations and services.

15: Assistant to a major department head, with decision-making responsibilities that will affect a major segment of City operations and services.



14: Assistant to a major department head, with advisory responsibilities that can affect a major segment of City operations and services.

13: Assistant to a major department heads, with advisory and/or service responsibilities that can affect many City operations and services.

Grades 12 - 11 - 10 - 9 are reserved for intermediate assistants to department heads, whose specific knowledge or skills enables them to serve in a technical or special service function primarily to their respective departments and secondarily to the City in general.

12: General knowledge enables them to assist in their departments in a primarily technical capacity. Responsibilities can affect many City operations and services.

11: General knowledge or skills enables them to assist in their departments in coordinating general technical functions of other employees.

10: General knowledge or skills enables them to assist in their departments in coordinating minor technical functions of other employees and/or in performing intermediate technical or special service functions.

9: Specialized skills enables them to assist in their departments in coordinating minor non-technical functions of other employees and/or in performing general technical or service functions.

Grades 8 - 7 - 6 - 5 - 4 are reserved for staff members who generally assist in departmental functions and who have specific skills primarily in minor technical or intermediate service areas. Any supervision or coordination of the activities of others would be restricted to general coordination of the activities of non-employees.

8: Skills enable them to assist in their departments in performing general technical or service functions.

7: Skills enable them to assist in their departments in performing semi-routine technical functions.

6: Skills enable them to assist in their department in performing routine technical functions.

5: Skills enable them to assist in their departments in performing intermediate service functions.

4: Skills enable them to assist in their departments in performing general service functions.

Grade U (Unclassified) is reserved for professionals who work for and earn part-time salaries.

## GROUPING II: Engineering and Allied

### Engineering and Related Job Descriptions, Compared

16: Engineering Management - Administers municipal structure or facility planning,  
15: construction and maintenance programs. Coordinates activities of various



engineering groups within a department. Reviews plans, locations, contracts and cost estimates for technical and legal accuracy. Approves acceptable proposals and makes corrective recommendations. Directs research, formulates engineering policies and procedures, and oversee preparation of budget. Directs members of department in preparation of reports. Minimum requirements: pertinent college degree and 5 years of pertinent experience, and a professional engineer's license where required by law.

14: Project Engineer - Specializes in an important phase of the administration of municipal structure or facility planning, design, construction and maintenance. Oversees an engineering group which plans, designs, constructs, or maintains structures or facilities, or coordinates the activities of more than one of these groups. Minimum requirements: pertinent college degree and 1 year of pertinent experience.

12: Junior Engineer - Specializes in an important phase of the planning, design, construction, or maintenance of municipal structures and facilities. Has broad engineering knowledge that enables him to assist others in department, particularly within his own group. (May serve as a minor coordinator of a specialized engineering skill area between more than one group. May oversee a small group, if educational requirement is not met but experience requirement is met.) Minimum requirements: a pertinent college degree or equivalent experience.

11: Data Programmer - Analyzes and defines programs for data processing equipment. Is generally competent in most phases of programming to work on his own, and requires only general guidance. Develops diagrams and machine logic flow charts, and codes and prepares test data. Revises and refines programs as required and documents all procedures used while programming. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.

10: Engineering Technician - Specializes in a technical skill area within the planning, design, construction, or maintenance of municipal structures or facilities. Has basic engineering knowledge, specifically in his specialty area. Does not oversee the work of any group. Minimum requirements: has pertinent 2 year technical school certificate or is working towards a pertinent college degree or has 3 years of pertinent experience.

10: Draftsman - Prepares clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering purposes, according to specified dimensions. Makes final sketches. Checks dimensions and materials. Exercises manual skill with all drafting tools. Utilizes knowledge of various engineering practices, mathematics, materials, and other physical sciences and legal references. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.

9: Data Processing Technician - Operates computers utilizing established programs or programs under development. Loads computers and manipulates controls on console in accordance with programmed instructions. Observes functioning of equipment, detects nature of errors or equipment failure, and makes adjustments to console. Maintains operating records making minor program changes and maintenance of statistical computations. Minimum requirements: has pertinent technical school certificate or has 1 year of pertinent experience.

9: Survey Technician A - Surveys earth's surface. Oversees engineering survey party engaged in determining exact location and measurements of points, elevations,



lines, areas, and contours of earth's surface to secure data used for construction, mapmaking, land valuation, etc. Keeps accurate notes, records and sketches of work performed. Uses surveying instruments and verifies by calculations the accuracy of survey data secured. Otherwise known as Instrument Man. (May direct Survey Technician B in adjusting surveying instruments.) Minimum requirements: has 1 year of pertinent experience.

9: Inspector A - Inspects work and materials used in municipal engineering projects. Oversees an inspection team engaged in determining adherence to laws and codes and the quality of workmanship and materials used, and in checking to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May direct Inspector B in various inspection duties, including laboratory or workbench testing or analysis.) Minimum requirements: has 1 year of pertinent experience.

8: Survey Technician B - Assists Survey Technician A in surveying earth's surface to secure data for construction, mapmaking, land valuation, etc. Holds or moves rod or target on rod, following hand or verbal instructions, to establish exact point required. Writes station number and reading in notebook. Uses steel or cloth tape or chain to measure distance. Marks measuring points. Carries and drives stakes. Otherwise known as Rodman and/or Chainman.

8: Inspector B - Under direction from Inspector A, inspects work and materials used in municipal engineering projects. Assists in determining adherence to laws and codes and the quality of workmanship and materials used. Checks to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May perform laboratory or workbench testing or analysis.)

8: Junior Draftsman - Prepares most, but not all, of the duties listed for Draftsman; but does not work under the direction of an engineer. Minimal schooling and experience required.

6: Technical Aide - Basic entry level category in engineering operations. Must have a high school education. No experience necessary. Assists all categories in routine engineering operations.

#### GROUPING III: Public Safety

17: The Chief of a major public safety department.

16: A Chief's uniformed first chief assistant who is second in command in a major department.

15: A Chief's uniformed second chief assistant who is responsible for regular projects, or a first chief assistant (second in command) in a supporting department.

14: Head of (non-uniformed) public safety department which coordinates other departments' functions, or a Chief's uniformed second chief assistant who is responsible for special as opposed to regular projects.

13: Unfilled.

12: Uniformed officer holding fourth rank within department, and having specialized function over one area of public safety.

11: Uniformed officer holding third rank within department, or director of department where there are no rankings.

10: Uniformed officer holding second rank within department, or assistant to department director where there are no rankings. Or non-uniformed, skilled work requiring considerable technical knowledge.

9: Uniformed officer holding first rank within department, or having special function without rank.

8: Uniformed officer holding no specific rank.

7: First six-month category for uniformed officers.

6: Skilled work directly related to public safety. Non-uniform. Requiring intermediate technical knowledge.

5: Trainee category for uniformed jobs.

4: Semi-skilled work directly related to public safety. Non-uniform. Requiring minimum technical knowledge.

3: Semi-skilled work indirectly related to public safety. Non-uniform. Requiring minimum technical knowledge.

GROUPING IV: OFFICE AND CLERICAL  
Clerical and Related Job Descriptions, Compared.

7: Office Manager - Supervises and coordinates the activities of a clerical staff in a department. Prepares work schedules and expedites workflow. Reviews work performed. Estimates office budget and inventory needs, and purchases supplies. Prepares records and reports. (May assist in all phases of clerical work, such as typing, taking dictation, filing, etc.) Should have at least the same typing and shorthand speeds as a Secretary A.

7: Executive Secretary - Maintains official city records. Prepares memorandums outlining and explaining administrative procedures and policies for supervisors. Handles details in arranging for conferences. Performs all the duties of a Secretary A. (May direct clerical workers as would an Office Manager.) Should have at least the same typing and shorthand speeds as a Secretary A.

6: Secretary A. - Performs all duties of Secretary B, Stenographer A, and Receptionist. Normally is personal secretary to major department head. (May be senior secretary in a department with more than one secretary.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.

5: Secretary B - Schedules appointments, greets visitors, gives information to callers, takes and transcribes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Performs all duties of Clerk Typist A and Receptionist. Minimum required speeds: 55 w.p.m. in typing; 70 w.p.m. in shorthand.

5: Stenographer A - Takes dictation in shorthand of specialized correspondence and reports and transcribes dictation, using typewriter. Performs all duties of Clerk Typist A. (May transcribe material from sound recordings. May perform duties of Receptionist.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.



4: Stenographer B - Takes dictation in shorthand of general correspondence and reports and transcribes dictation, using typewriter. Performs various duties of Clerk Typist B and Clerk A. (May perform duties of Receptionist.) Minimum required speed 55 w.p.m. in typing; 70 w.p.m. in shorthand.

3: Clerk Typist A - Performs systematic clerical work requiring use of typewriter in majority of duties. Performs duties of Clerk Typist B and Clerk A. Computes amounts using adding machine or calculator. (May take some dictation. May perform duties of Receptionist.) Minimum required speeds: 55 w.p.m. in typing; no shorthand required.

2: Clerk Typist B - Performs general clerical work requiring use of typewriter in majority of duties. Compiles and types reports, bills application forms, etc. File records and reports, posts information to records, sorts and distributes mail, and answers telephone. Minimum required speeds: 40 w.p.m. in typing; no shorthand required.

2: Clerk A - Performs variety of following and similar clerical duties, requiring knowledge of systems and procedures: copies data. Compiles records and reports. Computes wages and payments. Records orders for merchandise or service. Gives information to claimants, employees, and the public. Receives, counts and pays out cash. Prepares and sends out receipts, bills, invoices, statements and checks. Prepares office inventory. Opens and routes mail.

1: Clerk B - Performs any combination of following and similar clerical tasks, not requiring knowledge of systems and procedures: Writes or types bills, receipts, checks, etc. Copies information from one record to another. Sorts and files records. Addresses envelopes. Answers telephone and conveys messages.

1: Receptionist - Receives clients or public coming into department. Ascertains their wants, and directs them accordingly. Obtains visitor's name, records it and time of visit. (May make appointments and answer general questions. May perform some filing and typing. May distribute mail and messages.)

#### GROUPING V: Public Services

This grouping has been reserved for jobs specifically related to City Utilities functions, and therefore it does not figure in Civil City job classifications.

#### GROUPING VI: Trades, Crafts and Labor

12: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise and coordinate the activities of more than one group of workers - some skilled, some semi-skilled and some unskilled.

11: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise a group of skilled workers.

10: Skilled labor requiring considerable technical knowledge and skill, and considerable specialized schooling in a craft or trade.

9: Skilled labor requiring considerable technical knowledge and skill, and some specialized schooling in a craft or trade.

- 8: Skilled labor requiring considerable technical knowledge and skill.
- 7: Skilled labor requiring some proven technical knowledge and skill, or semi-skilled labor requiring considerable skill.
- 6: Skilled labor requiring either some proven technical knowledge and enough experience to supervise a small group of unskilled laborers, if required.
- 5: Semi-skilled labor requiring some proven technical, but not supervision would ever be required.
- 4: Apprenticeship grade for jobs requiring skilled labor.
- 3: Semi-skilled labor requiring a proven degree of responsibility.
- 2: Unskilled labor requiring a proven degree of responsibility.
- 1: Unskilled or semi-skilled labor performed under close supervision.

THEREFORE, as stated in paragraph 1 Section 1, pay for each and every position is fixed at the maximum salary for the corresponding pay grade in accordance with the criteria established above.

<u>CIVIL-CITY</u> <u>JOBS BY GROUPING &amp; BY GRADE</u>		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
<u>GROUPING I: Management &amp; Finance</u>		
Mayor's Office	Mayor	20
Controller's Office	Controller	19
Board of Works	Chairman	19
Board of Safety	Director	19
Mayor's Office	Administrative Assistant	18
Department of Community Development & Planning	Director, Community Development & Planning	18
Board of Works	Member of Board - Human Resources Director	18
Board of Works	Member of Board - City Engineer	18
Park Department	Director, Parks & Recreation	18
Board of Aviation	Airport Manager	18
Redevelopment Commission	Executive Director	18
Controller's Office	Deputy Controller	17
Police	Legal Advisor	17
City Plan	Senior Planner	17
Metro Human Relations Commission	Executive Director	17
Human Resources	Deputy Director	17
Street Department	Street Commissioner	16
Park Department	Deputy Director	16



<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
City Clerk's Office	City Clerk	16
Purchasing	Director	16
City Plan	Land Use Administrator	15
Street Department	Assistant Street Commissioner	15
Board of Works	Administrative Assistant	15
Board of Safety	Administrative Assistant	15
Park Department	Assistant Director, Parks	15
Park Department	Assistant Director,	
	Recreation	15
Controller's Office	Administrator, Federal Funds	14
Purchasing	Assistant Purchasing Dir.	14
City Plan	Associate Planner	14
Human Resources	EEO Officer	14
Board of Aviation	Administrative Assistant	14
Redevelopment Commission	Urban Renewal Planner	14
Metro Human Relations Commission	Deputy Director	13
Park Department	Zoo Director	13
Parking Administration	Parking Administrator	13
Board of Works	Director, Citizens Assistance	13
Board of Aviation	Business Manager	13
Redevelopment Commission	Administrative Assistant	13
Purchasing	Senior Buyer	12
Controller's Office	Cost Accountant	12
City Plan	Zoning Administrator	12
City Plan	Assistant Planner	12
Redevelopment Commission	Project Site Coordinator	12
Park Department	Supervisor A	11
City Plan	Project Technician	11
Board of Works	Clerk to Board	11
Purchasing	Buyer	10
Metro Human Relations Commission	Human Relations Represent-	
	ative	10
Park Department	Supervisor B	10
Human Resources	Citizen Participation	
	Specialist	10
Human Resources	Program Assistant	10
City Plan	Ass't. Project Technician	10
Park Department	Supervisor C	9
Human Resources	Veterans' Services Officer	9
Board of Aviation	Terminal Area Supervisor	8
Human Resources	Ass't. Citizens Participation	
	Specialist	7
Controller's Office	Bookkeeping Machine Operator	7
Park Department	Bookkeeper & Office Manager	7
City Clerk's Office	Deputy City Clerk	6
Controller's Office	Payroll Clerk	6
Controller's Office	Accounting Clerk	6
Human Resources	Training Coordinator	5
Park Department	Recreation Leader A	5
Board Of Works	Assistant, Citizens Assist-	
	ance	5

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
Park Department	Recreation Leader B	4
Board Of Safety	Member of the Board	U
City Attorney's Office	Associate City Attorney	U
City Controller's Office	Councilman	U
City Attorney's Office	City Attorney	U
City Clerk's Office	City Council Attorney	U

GROUPING II: Engineering & Allied

Street Engineering	Street Engineer	16
Traffic Engineering	Traffic Engineer	16
Street Engineering	Ass't. Street Engineer	15
Traffic Engineering	Ass't. Traffic Engineer	15
Street Engineering	Project Engineer	14
Police	Chemist	14
Street Engineering	Junior Engineer	12
Traffic Engineering	Junior Engineer	12
Traffic Engineering	Data Programmer	11
Street Engineering	Engineering Technician	10
Traffic Engineering	Engineering Technician	10
Street Engineering	Laboratory Technician	10
Street Engineering	Draftsman	10
Redevelopment Commission	Draftsman	10
Traffic Engineering	Data Processing Technician	9
Board Of Works	Inspector A	9
Street Engineering	Inspector A	9
Permit Department	Inspector A	9
Street Engineering	Survey Technician A	9
Street Engineering	Survey Technician B	8
Street Engineering	Inspector B	8
Permit Department	Inspector B	8
City Plan	Junior Draftsman	8
Street Engineering	Technical Aide	6
Permit Department	Permit Engineer (Part-time)	U

GROUPING III: Public Safety

Communications	Superintendent	17
Fire Department	Fire Chief	17
Police	Chief of Police	17
Fire Department	Combat Chief	16
Police	Deputy Chief	16
Communications	Ass't. Superintendent	15
Fire Department	Ass't. Chief, Combat Division	15
Fire Department	Ass't. Chief, Administrative Assistant	15
Fire Department	Ass't. Chief, Fire Prevention Chief	15
Fire Department	Ass't Chief, Chief of Training Division	15



<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
Police	Inspector	14
Emergency Services	Coordinator	14
Emergency Medical Service	Coordinator	14
Communications	Chief of Dispatch	12
Fire Department	Arson Chief	12
Fire Department	District Chief	12
Humane Shelter	Manager	12
Police	Captain	11
Fire Department	Platoon Captain	11
Board of Aviation	Chief, Fire Crash Rescue and Security	11
Weights & Measures	Inspector	10
Communications	Lieutenant	10
Communications	Senior Technician	10
Police	Lieutenant	10
Fire Department	Captain	10
Fire Department	Fire Prevention Captain	10
Fire Department	Captain, Mechanic	10
Fire Department	Captain, Training	10
Board of Aviation	Lieutenant, Fire Crash Rescue and Security	10
Communications	Radio Technician	9
Communications	Sergeant	9
Police	1st Sergeant	9
Police	Detective Sergeant	9
Police	Patrol Sergeant	9
Police	Desk Sergeant	9
Humane Shelter	Special Humane Officer	9
Fire Department	Lieutenant	9
Parking Administration	Parking Control Officer	8
Communications	Dispatcher	8
Fire Department	Firefighter	8
Police	Patrolman	8
Park Department	Park Service Officer	8
Humane Shelter	Humane Officer	8
Board of Aviation	Firefighters, Fire Crash Rescue and Security	8
Communications	Dispatcher (1st 6 months)	7
Fire Department	Firefighter (1st 6 months)	7
Police	Patrolman (1st 6 months)	7
Emergency Medical Service	Technician	6
Weights and Measures	Assistant Inspector	6
Communications	Trainee	5
Board of Aviation	Security Guard	4
Humane Shelter	Clerk - Dispatcher	3
Humane Shelter	Kennel Worker	3
<u>GROUPING IV: Office and Clerical</u>		
Mayor's Office	Executive Secretary	7
Controller's Office	Executive Secretary	7
Police	Office Manager (Civilian)	7
Purchasing	Secretary A	6

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
Human Resources	Secretary A	6
Metro Human Relations Commission	Secretary A	6
Board of Works	Secretary A	6
Street Engineering	Secretary A	6
Board of Safety	Secretary A	6
Communications	Secretary A	6
City Plan	Secretary A	6
City Attorney's Office	Secretary A	6
Mayor's Office	Secretary B	5
Board of Works	Minute Record Clerk	5
Street Engineering	Secretary B	5
Street Department	Secretary B	5
Fire Department	Secretary B	5
Police	Secretary B	5
Traffic Engineering	Secretary B	5
Permit Department	Secretary B	5
Park Department	Stenographer A	5
City Clerk's Office	Secretary B	5
Board of Aviation	Secretary B	5
Redevelopment Commission	Secretary B	5
Park Department	Stenographer B	4
Mayor's Office	Clerk Typist A	3
Purchasing	Clerk Typist A	3
Emergency Services	Clerk Typist A	3
Board Of Works	Clerk Typist A	3
Police	Clerk Typist A	3
Park Department	Clerk Typist A	3
City Plan	Clerk Typist A	3
Purchasing	Clerk Typist B	2
Purchasing	Clerk A	2
Board of Works	Clerk Typist B	2
Street Department	Clerk Typist B	2
Traffic Engineering	Clerk Typist B	2
Park Department	Clerk Typist B	2
Humane Shelter	Clerk A	2
City Clerk's Office	Clerk A	2
Park Department	Clerk B	1

GROUPING V: Public Services

None - Reserved for City Utilities Positions

GROUPING VI: Trades, Crafts & Labor

Traffic Engineering	Sign & Marking Supervisor	12
Traffic Engineering	Signal Foreman	11
Traffic Engineering	Signal Electrician	10
Board of Aviation	Water Filtration and Softener Plant Supervisor	10
Traffic Engineering	Signal Apprentice A	8
Police	1 st Class Mechanic	8
Traffic Engineering	Painter 1st Class	7
Board of Aviation	Water Filtration and Softener Plant Operator	7



<u>DEPARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
Traffic Engineering	Signal Apprentice B	7
Parking Administration	Repair & Maintenance Man	6
Police	2nd Class Mechanic	6
Board of Works	Truck Driver	6
Traffic Engineering	Painter 2nd Class	5
Police	Mechanic's Helper	5
Police	Wash & Gas Man	3
Traffic Engineering	Painter 3rd Class	3
Board of Works	Laborer	3
Parking Administration	Attendant	2
Traffic Engineering	Painter 4th Class	1

SECTION 2. There is hereby established a Salary Review Board, which Board shall consist of the Mayor of the City of Fort Wayne, the Controller of the City, the Personnel Director of the City, the Finance Committee of the Common Council of the City, the three members of the aforesaid Salary Review Committee and a representative of the news media. The Personnel Director of the City shall serve as ex officio chairman of said Salary Review Board and shall call meetings of the Board from time to time as the business of said Board requires. The Mayor shall select the representative of the news media who shall attend each meeting of said Board and he may select a different representative for each meeting. Said representative may take part in the discussions of said Board but shall have no vote.

The Salary Review Board shall a) establish any and all sub-classifications within classifications 11 through 20; b) approve all compensation fixed by this 1974 Salary Ordinance; and c) approve any future increases in the compensations fixed herein. There shall be no such sub-classifications established, no compensation fixed herein, and no increases in the compensation fixed herein unless such action has the approval of the majority of the members of said Council Finance Committee or their valid proxy at the meeting of said Salary Review Board where such action is taken. The person holding the proxy of a member of said Finance Committee shall be a member of the Common Council selected by the member of said Finance Committee who is absent.

All meetings shall be held after 7:00 P.M. for each meeting, and notice of each meeting shall be given in writing to the City Clerk by said Personnel Director or Chairman so as to reach said City Clerk at least 48 hours prior to each said meeting.

SECTION 3. That from and after the first day of January, 1974, the yearly compensation of the Parking Administrator, shall be paid bi-weekly installments: seventy (70) percent shall be paid from the Parking Meter Fund, and thirty (30) percent shall be paid from the City Parking Garage.

SECTION 4. All sworn officers, up to and including Captains, regularly assigned to "B" and "C" shifts of the Fort Wayne Police Department, shall receive a shift differential as follows:



1. Those regularly assigned to "B" shift, or any shift beginning between 12 Noon and 3:00 P.M., shall have added to their regularly determined earnings 5% of the base patrolman's salary for such pay period.
2. Those regularly assigned to "C" shift, or any shift beginning between 9:00 P.M. and 12 Midnight, shall have added to their regularly determined earnings 10% of the base patrolman's salary for such pay period.

Those eligible for the shift differential shall not include patrolmen with less than six months seniority, civilian employees, any officers regularly assigned to the Communications Department, or the Department of Traffic Engineering.

In no event shall the base salary of a first class patrolman, within the meaning of Burns Indiana Statutes Section 48-6403, be considered as including the shift differential for police pension purposes.

SECTION 5. All sworn personnel of the Fort Wayne Police Department being regularly employed as police officers shall receive a monetary incentive for successfully completing courses at an accredited college or university as follows:

1. From 1-60 semester hours, or 1-90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester or quarter hour completed.
2. In excess of 60 semester hours or 90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester hour completed.
3. An additional bonus of \$300 per year shall be granted to all officers receiving a four-year baccalaureate degree or its equivalent. Those receiving a two-year associate degree or its equivalent, shall receive a bonus in the amount of \$150. In no case shall the bonus for an earned degree exceed \$300, or a total bonus for any one officer exceed \$1,500.
4. Those attending police-oriented seminars, conferences, institutes, or schools shall receive  $\frac{1}{2}$  semester hour or  $\frac{3}{4}$  quarter hour of credit upon successful completion of the course.

The bonuses shall be added to the officer's regularly determined earnings. In no event shall the base salary of a first class patrolman, within the meaning of Burns Indiana Statutes Annotated Section 48-6403, be considered as including the educational bonus for police pension purposes.

Those eligible for the educational incentive program shall not include officers regularly assigned to the Communications Department or the Department of Traffic Engineering.

SECTION 6. All sworn personnel of the Fort Wayne Police and Fire Departments being regularly employed as police officers, firefighters and all communication officers are hereby granted a salary increase of \$1,000.00 for the calendar year 1974 over the salary fixed for the calendar year 1973. The base salary for all first class patrolmen, all firefighters and all dispatchers shall be \$10,087 for the calendar year 1974.

SECTION 7. In no event shall the base salary assigned any classification in Grouping III be higher than the base salary assigned the lowest paid position in the next highest classification in Grouping III.

SECTION 8. If any section, clause, sentence, paragraph, part or provision of this Ordinance shall be held invalid by any court, it shall be conclusively presumed that this Ordinance would have been passed by the Common Council without such invalid section, clause, sentence, paragraph, part or provision.

SECTION 9. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

William T. Hinga  
Councilman

Read the third time in full and on motion by Hinga, seconded by Talarico, and duly adopted, placed on its passage. PASSED by the following vote:

Ayes: Seven  
Burns, Hinga, Kraus, Nuckols, V. Schmidt, Stier, Talarico  
Nays: Two  
Moses, D. Schmidt

Date: July 31, 1973

Charles W. Westerman  
City Clerk

The Council then adjourned.

#### CERTIFICATE

I hereby certify that I am the duly elected, acting and incumbent City Clerk of the City of Fort Wayne, Indiana and as such the custodian of the records of the Common Council of said City and that the above and foregoing is the true, full and complete record of the proceedings of the Common Council of the City of Fort Wayne, Indiana for its Special Session, held on Tuesday, the 31st day of July, 1973; that the numbered ordinances and resolutions shown therein were presented by me to the Mayor of the City of Fort Wayne and were signed and approved or disapproved by said Mayor as and on the dates shown as to each such ordinance and resolution respectively; and that all such records, proceedings, ordinances and resolutions remain on file and record in my office.

WITNESS my hand and the official seal of the City of Fort Wayne, Indiana, this 31st day of July, 1973.

Charles W. Westerman  
City Clerk

Minutes approved and signed in open Council this 14th day of August, 1973.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Presiding Officer